Generic Business Continuity Management Components/ Guidelines

- 1. Develop General Introduction or Overview
 - a. Introduction
 - b. Mission statement
 - c. BCP Policy
 - d. Scope
 - e. Objectives
 - f. Assumptions
 - g. Organization structure
- 2. Establish Plan Activation and Notification
 - a. Disaster declaration procedures
 - b. Succession plan
 - c. Call lists
 - d. Key personnel contact information
- 3. Establish emergency response procedures
- 4. Perform Risk Evaluation
 - a. Determine events and surroundings that can adversely affect the organization with disruptions.
 - b. Determine the controls needed to prevent or minimize the effects of the event.
- 5. Perform a Business Impact Analysis
 - a. Identify the impacts resulting from disruptions.
 - b. Establish time-critical systems/applications/functions based on analysis.
 - c. Set recovery time objective (RTO) and recovery point objective (RPO) for time-critical systems/applications/functions.
- 6. Develop teams
 - a. Descriptions
 - b. Roles/responsibilities
 - c. Collect contact information
- 7. Identify Alternate Locations/Facilities
- 8. Identify Off-site Storage Facility
- 9. Identify critical resources and inventories
 - a. Vital records
 - b. Supplies
 - c. Vendors and Vendor representatives
 - d. Equipment
 - e. Software
 - f. Customers

- 10. Develop recovery/restoration procedures for time-critical systems/applications/functions.
 - a. What system/application/function is being recovered?
 - b. Who is doing it? (staff making up the team)
 - c. How are they going to do it? (detailed procedures)
 - d. Are there workarounds? (alternate processing methods)
- 11. Develop training and awareness programs for management and employees.
- 12. Establish a schedule to test the plan on a regular basis.
- 13. Develop procedures to maintain and update the plan.
- 14. Establish procedures for plan distribution and executive sign off.